

**DIRECTOR OF COMMUNITY ENGAGEMENT AND  
RESPONSE (HMH)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, is responsible for prioritizing and assessing the needs and gaps in building citywide resilience and planning for the needs of vulnerable populations and identify initiatives to address these gaps. Ensures that all resilience-building plans and projects consider the needs of vulnerable populations in New York City.

**Examples of Typical Tasks**

Directs and coordinates the agency's community resilience initiative.

Identifies and oversees the implementation of citywide community resilience and engagement planning activities, assessing and prioritizing vulnerable populations.

Liaises with community organizations for emergency preparedness and planning throughout New York City.

Directs and coordinates the design, gathering, and measurement of data and metrics to assess community resilience.

Serves as subject matter expert regarding public health preparedness and community resilience initiatives and programs.

Participates in emergency-related trainings and exercises.

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**Examples of typical Tasks** (continued)

Serves as an agency on-call administrator and / or as an incident command system (ICS) liaison officer on a rotating basis and upon emergency activation.

Coordinates resources and agents amongst City agencies, health care providers, and independent social service organizations to build citywide resilience initiatives, especially addressing the needs of vulnerable populations.

Supervises and directs staff involved in community engagement and response programs.

**Special note:**

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

**Qualification Requirements**

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, environmental / occupational health and safety, project management, health promotion planning, community health or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or

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**Qualification Requirements** (continued)

2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.